

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION <i>Boston, MA</i>		2. POSITION NUMBER <i>21908</i>	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position <i>819 series - dated 4/78</i>					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	<i>Environmental Engineer</i>	<i>GS</i>	<i>819</i>	<i>13</i>	<i>001</i>
4. SUPERVISOR'S RECOMMENDATION	Environmental Engineer	<i>GS</i>	<i>819</i>	<i>13</i>	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE <i>Rhona Julien</i>			
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY		e. US OPM JFS for Professional Work in the Engineering and Architecture Group, GS-0800, 11/2008			
b. Office of Ecosystem Protection		f.			
c. Air Per/Tox & Indoor Air Programs		g.			
d. Boston, MA 02114		h. EPAYS Organization Code <i>QABB0000</i>			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input checked="" type="checkbox"/> [S] First- or Second-level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others, and which constitute a major duty occupying at least 25% of the time. Such supervisory/managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings; and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization, or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies, not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor <i>Steve Rapp Mgr. CAP</i>		d. Typed Name and Title of Second-Level Supervisor <i>Susan Studlien, Deputy Dir. OEP</i>			
b. Signature <i>Steve Rapp</i>	c. Date <i>10/18/02</i>	e. Signature <i>Michael P. Kenyon</i>		f. Date <i>10/18/02</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee satisfactorily, this position has known promotion potential grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code <i>32</i>
d. Bargaining Unit Code <i>0012</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time)		f. Signature <i>Susan Studlien</i>		g. Date <i>10/18/02</i>
11. REMARKS					



**POSITION DESCRIPTION**  
**ENVIRONMENTAL ENGINEER**  
**GS-13-819**

**I. INTRODUCTION**

This position is located in the Air Permits, Toxics, and Indoor Programs Unit, in the Office of Ecosystem Protection. The Unit is responsible for various air pollution control programs under the Clean Air Act: Operating Permits Program, Hazardous (Toxic) Air Pollutants, Prevention of Significant Deterioration and New Source Review, Acid Rain, Regional Haze/Visibility, and Sulfur Dioxide. The unit is also responsible for EPA programs relating to indoor air quality, including asthma, Tools for Schools, and radon. The Unit also provides expert assistance to the states and other EPA regional programs regarding ambient air quality impact assessment.

The 1990 amendment to the Clean Air Act mandated significant new air quality requirements plus enhanced existing requirements dealing with hazardous air pollution requirements. Specifically, Section 112 of the Act includes provisions for the control of hazardous air pollutants (HAPs) through the promulgation of National Emission Standards for Hazardous Air Pollutants (NESHAP) or Maximum Achievable Control Technology (MACT) Standards. Section 112 requires EPA to address approximately 188 HAPS in 175 source categories and industrial processes. Industries comply with the NESHAPs/MACTs through a variety of methods including: pollution prevention, chemical reduction, material substitution, recycling, good engineering practices and treatment.

Section 112 also requires the development of several programs that assess and mitigate the health risks associated with toxic air emissions. First, EPA is required to determine the residual health risk associated with the air toxics emitted by the sources regulated by the NESHAPs. Also, section 112 requires the development of urban air toxics strategies to assess and reduce cancer and non-cancer health risks in urban areas.

The Clean Air Act also requires EPA to educate the public about the effects of associated with air pollution as well as ways to reduce it. EPA supports states, tribes, and local communities in their outreach and education efforts by providing information and materials to educate citizens about ways to reduce air pollution and thereby reduce their health risks from it.

## **II. Major Duties and Responsibilities**

The incumbent assists the Region in implementation of this program by carrying out the following responsibilities:

1. The incumbent is a chemical engineer and is responsible for providing technical and program assistance to states, tribes, and communities regarding indoor air quality and hazardous air pollution, as required by the Clean Air Act.
2. The incumbent serves as regional Asthma Coordinator. Incumbent coordinates with EPA experts to bring information and technical assistance to the states, tribes, target communities, and the general public. Incumbent coordinates with other Regional staff that are working on asthma related projects, periodically meeting with those staff to remain current and to offer assistance. Incumbent tracks asthma work supported by the Office of Ecosystem Protection (OEP), including: air toxics reduction work/projects, e.g., New Haven and Lawrence; indoor air pollutant work, e.g., TFS, ETS, mold, research grants, etc.; criteria pollutant reduction work/projects, e.g., ozone and fine particulates, including diesel engine retrofit, anti-idling, and monitoring projects, etc.; and community based projects in the Urban Ecosystem Program, e.g., Providence, Hartford, Boston, etc., on asthma outreach and in-home education. Incumbent develops and implements programs for asthma awareness month (May) and indoor air quality month (October).
3. The incumbent assists Region I states, tribes, and communities in the development of urban air toxics programs by providing them with guidance on emission inventories, risk assessments, community studies, regulations and other strategies to reduce cancer and non-cancer health risks as well as disproportionate risks posed by urban air toxins. The incumbent helps to identify toxins of greatest concern and assists in the analyses of the impacts for states, tribes, or particular communities.
4. The incumbent manages EPA grants and cooperative agreements that assist states, tribes, and communities to characterize and understand risk factors, including indoor and outdoor pollutants (e.g., air toxins, asthmagens, etc) in their communities. Incumbent develops and tracks grant requirements and progress through the grant tracking process.
5. Incumbent assists states, tribes, communities in the education of polluting industries (e.g., autobody shops) and entities (e.g., schools with diesel buses) and of the public in ways that they can reduce health risk, including the incidence of asthma. Incumbent provides states, tribes, and communities with draft and final agency materials, including guidance documents, regulations, training materials, brochures, policies, etc.
6. The incumbent testifies at local and state legislative and regulatory proceedings in support of state or local regulatory revisions. The incumbent prepares analyses of the impacts of proposed regulations on state, tribal, and community air toxics programs. Issues related to development of state programs are identified for resolution by Division managers. The incumbent may review and author federal rule making documents for



signature by the Regional Administrator, Assistant Administrator for Air and Radiation, and the Administrator.

7. The incumbent articulates Regional concerns in the formulation of national regulations and policies and their implementation by actively participating on national workgroups which are responsible for developing regulations, hazardous air pollutant standards, and guidelines, as well as assisting in residual risk studies. The incumbent advises the Administrator to the degree of her involvement needed to assure Regional positions/concerns are considered in final national regulations and policies.
8. The incumbent will assist in other duties as assigned.

### **III. Factor Evaluation**

#### **1. Knowledge Required by the Position**

A professional knowledge of the theories, principles, practices, and techniques of environmental science to evaluate air emissions from industrial processes as well as indoor and natural sources. Knowledge of environmental chemistry, toxicology, and the fate and transport of chemicals in the air. Knowledge of complex regulatory requirements as promulgated in the Code of Federal Regulations. Knowledge of EPA Air Program Policies and procedures as they relate to the Clean Air Act (CAA).

The incumbent must be able to evaluate a variety of technical information regarding hazardous air pollutant emissions from a highly diverse set of industrial, residential, commercial, and natural sources. The incumbent must make professional judgements about how those emissions affect human health and how sources of emissions are affected by regulatory requirements established by section 112 of the CAA. The incumbent must also have a thorough understanding of relevant CAA regulations and be able to review the adequacy of programs in light of those requirements. Proficiencies in writing and verbal communication is also required.

#### **2. Supervisory Controls**

The incumbent is under the general supervision of the Chief of the Air Permits, Toxics, and Indoor Programs Unit. Work is performed independently but in cooperation with other technical staff in the Unit and Office.

Job responsibilities are described in terms of program commitments and Regional expectations. The incumbent is expected to implement program initiatives in accordance with instructions, policies, previous training, or accepted practices. Activities are conducted independently with general oversight and guidance from the Manager in situations which do not have clear precedents or are unusual. The supervisor periodically evaluates the incumbent's progress in meeting commitments and other programs requirements, and informs her of any deficiencies and necessary corrective actions. The methods used in arriving at the end results are not usually reviewed in detail. The incumbent is expected to identify problem areas or programmatic issues

requiring attention and proposed appropriate actions to management. The final course of action within relevant program areas will be decided jointly by the incumbent, the Manager, and other regional management.

### **3. Guidelines**

Guidelines include statutory requirements (the Clean Air Act), draft and final EPA regulations, text books, local and state regulations, EPA strategies and policy directives, publications of professional societies, and verbal instructions. The incumbent independently selects, interprets, and applies the guidelines, modifying them to meet the requirements of the assignments. Professional judgement is used in the application of practices and past experience to new situations.

### **4. Complexity**

The incumbent reviews and analyzes regulations, statutory requirements, and technical evaluations of hazardous air pollutants regarding their impact on New England sources, state and tribal programs, as well as the general public. The incumbent communicates that information to regional management, states, industry, and the public. The position requires the integration of technical knowledge of environmental problems with an understanding of proposed and final regulations and policies. In evaluating information regarding specific facilities, regulations, and policies, professional judgement is required to evaluate facts and make final conclusions. Projects often require departing from standard procedures and extending traditional techniques to new situations. The incumbent possesses and maintains a working knowledge of federal grant requirements in order to successfully manage EPA grants and cooperative agreements.

### **5. Scope and Effect**

The purpose of this position is to support the Region I air program. The incumbent will assist Region I states, tribes, and targeted communities in the development and implementation of effective air toxics and asthma reduction programs as required by the Clean Air Act. The emphasis will be on risk analyses and risk management strategies as they are being developed for regional and local impacts. The incumbent will communicate priority information about asthma and toxic air pollution to regional management, states, tribes, affected communities, and industrial sources.

The incumbent will participate in all phases of the program including but not limited to:

- Review and comment on priority regulations and policies.
- Review and development of state, tribal, and local programs through EPA's grant program and other forums.
- Coordination of hazardous air pollutant reduction activities with other parts of the Clean Air Act, including non-regulatory programs such as community studies.

- Preparation of briefings for regional managers, states, tribes, and community groups on priority topics.
- Development of outreach and technical assistance materials and activities including speaking at and organizing targeted workshops.
- Response to questions from the public about asthma, indoor air quality and hazardous air pollutants.
- Assist compliance assurance and enforcement related activities.
- Implementation of responsibilities not delegated to the states and tribes.